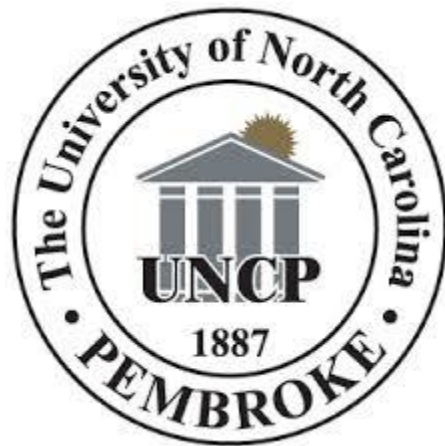


**GRADUATE CERTIFICATE IN ADDICTIONS  
COUNSELING HANDBOOK  
2021-2022**



**The University of North Carolina at Pembroke  
School of Education  
Department of Counseling and Leadership**

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# Graduate Certificate of Addictions Counseling Coordinator



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[GCAC Webpage](#)

## **Graduate Certificate in Addictions Counseling**

Consistent with the mission and goals of UNCP, the aim of the Graduate Certificate in Addictions Counseling (GCAC) program is to prepare students for addiction-related professional careers, leadership roles, and social advocacy roles in a variety of community settings. The 12-credit hour addictions certificate prepares addiction professionals to meet the increasingly complex needs of individuals and families dealing with addictive use disorders. The curriculum, which is completed exclusively online, includes coursework in areas of substance-related and addictive disorders, co-occurring disorders, methods and theories of addiction specific assessments and interventions, psychopharmacology and addiction, family impact of substance disorders, and current issues and special populations in addiction.

The courses offered through the GCAC meet the educational requirements for the Licensed Clinical Addictions Specialist (LCAS) application offered through the North Carolina Substance Abuse Professional Practice Board (NCSAPPB). As a designated Criteria C school through the NCASPPB, students who are currently enrolled in UNCP's counseling program can also complete an addictions-specific field placement experience to satisfy the practicum required for the LCAS licensure.

### **Admission Requirements**

The GCAC is offered to currently enrolled UNCP students in the Clinical Mental Health Counseling program, graduates of qualifying UNCP graduate degree programs, and community applicants who hold or are enrolled in a master's degree in a relevant field from an accredited educational institution. Applicants who hold or are enrolled in a master's degree in a relevant field from an accredited educational institution should contact the NCASPPB to ensure the degree is a qualifying degree. Applications are accepted throughout the year.

Professional School Counseling students can enroll in the GCAC, but the school counseling degree is not a qualifying degree for the LCAS application per the North Carolina Addictions Specialist Professional Practice Board (NCASPPB).

Currently enrolled UNCP graduate students from qualifying degree programs must complete the [GCAC Student Application](#) and notify their advisor of their intentions to complete the GCAC. Student should then request that their academic advisors complete the [GCAC Advisor Approval Form](#).

Applicants who are not currently UNCP graduate students must apply through the [UNCP Graduate School](#). To be eligible for the GCAC program, applicants must meet the general requirements for admission to a GCAC program and submit official transcripts from all universities and colleges attended.

GCAC students who wish to withdraw from the GCAC program must notify their academic advisor and complete the [GCAC Withdrawal Form](#).

## **Program Requirements**

To earn the GCAC, students must successfully complete 12 credits of approved GCAC courses. For currently enrolled CMHC counseling students, the 12 credits will be applied to both the certificate and the counseling graduate degree (subject to approval of the Program Director), and the certificate will be awarded when all the requirements of both the certificate and the degree have been met. For community students who already possess a qualifying master's degree, the certificate is awarded when the student has completed all required GCAC courses.

### **Required Courses**

Students enrolled in the GCAC must take all four of the addiction-specific courses offered through the certificate program. All four courses are taught and offered exclusively online. The courses offered are:

#### ***CNS 5900: Issues in Addictions for Counselors [Prerequisite]***

Offered in the Spring, & Summer

The focus of this course will be on the assessment, diagnosis, prevention, and treatment of substance abuse related disorders and process addictions across the lifespan. Students will learn about the intersection of addictions issues with mental health issues from diagnostic and intervention perspectives. Current research and evidence-based practices in the treatment of addictions will be emphasized. The course will address ethical, legal, and cultural aspects of addictions counseling. Students will become familiar with practices, philosophies, and treatment modalities related to the field of addictions counseling. Students will develop an understanding of the impact of various addictions on all clinical and educational settings. Students must earn a grade of a B- or higher in this course to remain in the GCAC program.

#### ***CNS 5860: Contemporary Issues and Special Population in Addiction***

Offered in Summer

This course provides an overview of contemporary issues in addictions counseling and research. This course will also explore the unique addiction-related issues and treatment needs of special populations with addictive use disorders.

#### ***CNS 5870: The Family and Addiction***

Offered in the Summer

This course will examine the impact of chemical and process addictions on the family system. Course work will focus on the integration of assessment, theory, and technique. Related sociocultural implications of assessment and treatment will be discussed.

#### ***CNS 5890: Diagnosis, Treatment, and Psychopharmacology in Addiction***

Offered in the Fall

The focus of this course is to examine the procedures for assessment and diagnosis of substance-related and addictive disorders. Students in this course will gain a basic understanding of addiction neurobiology, psychopathology, and psychopharmacology. Emphasis is placed on the role of the counselor as a member of a treatment team who helps facilitate client treatment compliance and monitors the efficacy of psychotropic treatment, while helping to integrate other non-pharmacological modalities. An overview of biopsychosocial case conceptualization, psychological tests and assessments, and treatment planning

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related to substance abuse and other addictions is provided.

**Transfer Credits**

In order to obtain the GCAC from UNCP, all required certificate courses must be taken at UNCP. If you are currently enrolled in or a graduate of UNCP's Clinical Mental Health Counseling program, we will accept all addiction courses taken through the Department of Counseling if they were completed within the last 5 years

**The following information is for currently enrolled UNCP  
Clinical Mental Health Counseling students pursuing the  
GCAC through the Department of Counseling**

## **Addiction-Specific Field Placement Policies & Procedures**

The field placement experience is for currently enrolled UNCP Clinical Mental Health Counseling students only and is designed to meet the field placement experience required for the Criteria C LCAS-A application through the NCSAPPB. The GCAC field placement experience allows for enhanced counseling skills development and exposure to professional and ethical practices specific to addictions counseling in a supervised setting. Currently enrolled students can satisfy this requirement through one (1) of the Clinical Mental Health Counseling program Internships. Currently enrolled counseling students must adhere to both the Counseling Department's Field Placement Manual and this GCAC Handbook.

### **Addiction Specific Field Placement Setting and Hours**

The field placement experience is required to take place in a setting appropriate to the addictions certificate program of study and must be approved by the CMHC Field Placement Coordinator and the GCAC Coordinator. Field placement requirements are to be completed in North Carolina. Students work with the CMHC Field Placement Coordinator to obtain an appropriate field placement site one semester in advance of enrollment. Students may only have one field placement site at a time. Students should indicate on Form A-Field Placement Application that they are enrolled in the GCAC.

Students must complete a minimum of 300 clock hours at a field placement site that provides addiction treatment under the direct supervision of an approved supervisor as outlined in the Counseling Department's Field Placement Manual. The counseling services provided must align with the [Twelve Core Functions](#) associated with addictions counseling.

Students may not begin accruing hours on site until they have submitted their liability insurance to their university supervisor. Students cannot accrue hours for practicum or internship between academic semesters. Hours accrued in one semester cannot be applied to a future semester.

Students can elect to complete the GCAC field placement experience over the course of one internship, two internships, or over their complete practicum and internship experience. However, it is generally recommended that all students select practicum and internship placement sites that expose them to a variety of client populations, issues, and settings.

### **Addiction Specific Supervision**

In addition to satisfying the counseling department's field placement supervision requirements, CMHC GCAC students interested in applying for the LCAS are also required to receive addiction specific supervision from a NCSAPPB approved supervisor. GCAC students will receive this addiction-specific supervision through the counseling department during university supervision. Please note, it is the student's responsibility to ensure that their academic advisor, the Field Placement Coordinator, and the GCAC Coordinator are aware of their intentions to enroll in the Addiction-Specific Internship to receive this supervision.

GCAC students completing the addictions specific field placement experience are required to abide by both the policies and procedures of the Clinical Mental Health Counseling Field Placement Manual and the GCAC handbook.

### **Liability Insurance**

Liability insurance serves to financially protect counselors-in-training in the event a civil suit or licensure board matter arises during the field placement experiences. Without proper liability and risk management help, addressing legal and/or ethical matters can become costly and financially devastating.

Counseling students are required to secure professional liability insurance before beginning practicum. Liability insurance must be renewed annually and extend through the last day of the field placement experience. Proof of professional liability insurance is a required component of the field placement application. Placement will not be approved and students will not be allowed to enroll in the field placement course without documentation of professional liability insurance. Liability insurance should be obtained through a student membership in any of the following:

1. The American Counseling Association (ACA): [www.counseling.org](http://www.counseling.org)
2. The American School Counseling Association (ASCA): <https://www.schoolcounselor.org/>
3. The American Mental Health Counseling Association (AMHCA):  
<http://www.amhca.org/?page=studentbenefits>
4. Licensed Professional Counselors Association of North Carolina:  
<http://www.lpcanc.org/?page=MembershipBenefits>

Students wishing to purchase professional liability insurance through an organization other than ACA/ASCA/AMHCA must receive approval from the field placement instructor. The minimum coverage required for any insurance policy maintained by a student across field placements is \$1,000,000 per occurrence/\$3,000,000 aggregate. Liability coverage by an employer or site does not negate the professional liability policy requirement outlined here within.

### **Evaluation of Student Progress**

Students are required to adhere to the ethical and legal implications outlined in both the CMHC Field Placement Manual, the GCAC handbook, and the ACA Code of Ethics. Students are also required to comply with all requirements outlined in the syllabi for each of the required addictions certificate courses and field placement courses. Students enrolled in the GCAC must adhere to UNCP's grading policy, the Counseling Department's grading policy, the course grading policy, and the Internship evaluation policy.

### **Ethical and Legal Conduct**

The UNCP Department of Counseling and the GCAC strive to foster and facilitate ethical behavior of students engaged in field placement experiences. Students are expected to comply



with the [American Counseling Association Code of Ethics](#) as well as the [North Carolina Addictions Specialists Professional Practice Board Ethical Principles of Conduct for Substance Abuse Professionals](#). Students are also required to comply with the [UNCP Code of Conduct](#):

### **Nondiscrimination**

Discrimination based on a person's status as a veteran or an individual with a disability, age, race, color, religion, sex, sexual orientation, gender identity, genetic information, or national origin is strictly prohibited by The University of North Carolina at Pembroke.

<https://www.uncp.edu/resources/title-ix-clery-compliance/non-discrimination-statement>

## **GCAC Forms**

Graduate Certificate in Addictions Counseling forms can also be found on the [GCAC webpage](#).

### **GCAC Student Application**

All currently enrolled UNCP graduate students from qualifying degree programs interested in the GCAC program must complete the [GCAC Student Application](#).

Community applicants who hold or are enrolled in a master's degree in a relevant field from an accredited educational institution should apply to the GCAC program through the [UNCP Graduate School](#).

### **GCAC Advisor Approval Form**

Currently enrolled graduate students should request that their advisor complete the [GCAC Advisor Approval Form](#).

### **GCAC Withdrawal Form**

In the event any student (currently enrolled and post-master's) wishes to no longer be enrolled in the GCAC program, the [GCAC Withdrawal Form](#) must be completed.